



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
JOHN J. MONTGOMERY MEMORIAL CADET SQUADRON
SAN JOSE CALIFORNIA**

8 January 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: PCR-CA-334/CC
2490 Cunningham Avenue
San Jose CA 95148-1003

SUBJECT: Policy Letter #04, *Promotion Endorsements from the Commander*

1. Senior members and cadets enjoy the opportunity to earn promotions as members of Squadron 36. Whether as an adult or as a youth, grade is intended to be an outward sign of many factors, to include a volunteer's level of accomplishment, professional understanding of CAP, and one's ability to conduct themselves appropriately. Promotions are not intended to be an automatic result after a volunteer meets the minimum requirements but rather, promotions are meant to reward volunteers that master both the *learned* aspects of CAP, as well as the *applied* aspects.
2. Squadron commanders are the promoting authority for all CAP grades between cadet airman basic through first lieutenant, and are a vital link in the promotion process for senior members seeking captain through lieutenant colonel. With this responsibility in mind, Squadron 36's senior members and cadets are entitled to know which criteria the commander uses when considering whether to endorse a member's promotion request.
3. In the event of a cadet promotion request, the commander will consider the results of a cadet's promotion review board (if applicable) but has the option to dismiss the results in favor of the commander's judgment. Regardless of the commander's accepting or rejecting the results of a cadet promotion review board, the commander will use Attachment 1 when considering whether to endorse a cadet's promotion request.
4. In the event of a senior member promotion request, the commander will use Attachment 2 or Attachment 3 when considering whether to endorse a senior member's promotion request. This consideration will occur, regardless of the means by which a senior member desires promotion (e.g., duty-performance, professional appointment, etc.)
5. Please direct any questions regarding this policy to the commander via the chain of command.

A handwritten signature in black ink, appearing to read "MSM", is written over the printed name of the commander.

MICHAEL S. MONTGOMERY, JR., Major, CAP
Commander

Attachments:

1. *Promotion Endorsement Evaluation (C/Amn – C/Col)*
2. *Promotion Endorsement Evaluation (FO – Capt)*
3. *Promotion Endorsement Evaluation (Maj & Lt Col)*